

## Position Description: Orchard Harvest Project Coordinator (2021)

Village Harvest is a nonprofit volunteer organization in the San Francisco Bay Area that harvests abundant fruit from homes and small orchards, then passes it along to local food agencies to feed people in need. Since our founding in 2001 volunteers have harvested over 3.4 million pounds of healthy, local, sustainable fruit through the power of community sharing and action.

The Orchard Harvest project works with private and public orchard owners to organize fruit tree harvests to provide healthy food for people in need, and to directly involve the community in reducing local hunger and food waste. In 2020 the Orchard Harvest project completed 45 volunteer harvests at 28 unique orchards and handled grower logistics for an additional 5 harvests, with a total of 192,000 pounds provided to food banks. Orchard locations were in 4 counties (Santa Clara, San Mateo, Santa Cruz, and San Benito).

For 2021 we will have two Orchard Harvest Project Coordinators who will plan and organize harvests, dividing responsibilities by event and fruit season. While many of our activities and results are dependent on nature, the goals for the year are to complete 45 or more harvest events from 30 orchards; involve 1,000 volunteers, and provide 125,000 pounds to food banks or pantries.

### Major Responsibilities:

- Plan, coordinate, and execute 50 or more orchard harvests in South Bay and Peninsula locations as part of a two person coordination team:
  - Develop and maintain fruit season plans and schedules
  - For each harvest assignment, develop and communicate detailed event plans and instructions (logistics, coordination with owners, food agencies, and leaders; volunteer instructions, leader instructions).
  - Learn and execute VH processes and systems for harvest events
  - Recruit and manage volunteer harvest leaders, drivers, and assistants
  - Recruit and manage individual volunteers and volunteer groups.(For 2021 this requires prioritization and selection of volunteers signing up because of very high interest.)
  - Coordinate logistics with food agency partners
  - Occasionally, provide on-site leadership of events because of complexity or size.
  - Occasionally, visit orchard locations to create relationships, assess fruit volume and timing, and plan logistics for harvests
  - Enter and manage data for the harvests within VH's computer infrastructure and processes

- Work effectively individually and as a team member of the Orchards project and overall harvesting operations
- Create or update an archive of information useful for future harvests by other volunteers or staff

### **Qualifications:**

- Excellent, demonstrated planning and organizational skills.
- Comfortable dealing with uncertainty in schedules and crop timing
- Enthusiastic, articulate written and verbal communicator in English by phone and email.
- Tech savvy with intermediate to advanced computer usage skills (e.g. database, spreadsheet, and web tools).
- Self-managing yet team oriented; ability to work independently the majority of the time but comfortable and effective working and sharing decision making with others.
- California driver's license with a record approvable by our insurance carrier, and their own transportation to visit orchards and meet with other project stakeholders. Able to drive to and visit South Bay locations for on-site assessment and planning.
- Strongly Desired: prior Village Harvest volunteer experience and familiarity with Village Harvest event activities, culture, and goals
- Desired: gardening, fruit tree, or farming knowledge

### **Work Environment and Hours:**

- This is a part-time position expected to average 5 to 15 hours per week varying by the fruit seasons and number of orchards available. Reports to the Executive Director.
- Some work hours must overlap with the other VH staff in the 9 am – 6 pm weekday window. Some Weekend and Evening availability will be required to coordinate with orchard owners and VH volunteer leaders.
- This position will be primarily performed remotely from home or other locations in a distributed office environment. Participation in each harvest is not required, but there may be complex events where on-site coordination will be valuable.
- Physical requirements: ability to operate computers and displays for extended periods of time.
- Desired: ability to lift 35 pounds to set up and move equipment; enter, exit, drive vans and other vehicles.
- Hourly pay commensurate with experience, competitive with the non-profit sector.
- Village Harvest provides sick leave accrued over time, but does not currently provide other employee benefits.